



# मुंबई रेलवे विकास कॉर्पोरेशन लि.

(भारत सरकार, रेल मंत्रालय का एक सार्वजनिक उपक्रम)

**MUMBAI RAILWAY VIKAS CORPORATION LTD.**

(A PSU of Govt. of India, Ministry of Railways)

No. MRVC/E/65/2020(G)

Date : 29-06-2020

## VACANCY NOTIFICATION

Sub: Vacancy Notice for filling up of one post of General Manager (General Administration & Security) on deputation basis.

1. Mumbai Railway Vikas Corporation Ltd. (MRVC Ltd.), a PSU of Govt. of India under Ministry of Railways, is a vital project implementation organization working in the sensitive Mumbai Suburban area with a very lean organizational structure.
2. In MRVC Ltd. one post of **General Manager (General Administration & Security)** is required to be filled on deputation basis for which applications are invited from experienced, dynamic and motivated **SAG/SG** officers of **Indian Railway Protection Force Service** having relevant working experience.
3. The Vacancy Notice is at **Annexure-I**. Eligible and interested Railway officers may apply as per the application format at **Annexure-II**. The duly filled in application should be sent to Deputy Chief Personnel Officer, Mumbai Railway Vikas Corporation Ltd. by email on **dycpo@mrvc.gov.in**. Applicants should simultaneously submit a copy of the application to their administrative officer for forwarding the application to MRVC Ltd. indicating 'No Objection', Vigilance/DAR clearance, APAR gradings etc. in the format at **Annexure-III**.
4. The candidates will be screened by a Selection Committee and their suitability will be adjudged keeping in view the job requirements/service particulars/ interaction/ assessment.
5. On joining the Corporation, the officer will be eligible to draw parent department pay plus Deputation (Duty) Allowance.
6. The Vacancy Notice with Proforma of Application is also available on the website of the Corporation - [www.mrvc.indianrailways.gov.in](http://www.mrvc.indianrailways.gov.in) - 'News & Information' - 'Vacancy Notices' and Railway Board's website [www.indianrailways.gov.in](http://www.indianrailways.gov.in).

Encl : As above

  
(Sunil G Udasi) 29/06/2020  
OSD to CMD & Dy.CPO

दूसरी मंजिल, चर्चगेट स्टेशन भवन, मुंबई - 400 020.

2nd Floor, Churchgate Station Bldg., Mumbai 400 020.

Tel. : 022-2201 4623 • Fax : 022-2209 6972 • Website : [www.mrvc.indianrailways.gov.in](http://www.mrvc.indianrailways.gov.in)

## MUMBAI RAILWAY VIKAS CORPORATION LTD.

NO.MRVC/E/65/2020(G)

VACANCY NOTICE NO. 03/2020

Date : 29-06-2020

1	Organisation	MUMBAI RAILWAY VIKAS CORPORATION LTD.
2	Title & No. of posts	General Manager (General Administration & Security) (01 post)
3	Location	Mumbai
4	Duration	3 years or till MRVC is exempted from the Rule of Immediate Absorption beyond 30-06-2021, whichever is earlier
5	Service	<b>Indian Railway Protection Force Service (IRPFS)</b>
6	Terms of appointment	Deputation
7	Age	Not more than 50 years
8	Scale of Pay	Parent Pay plus Deputation (Duty) Allowance
9	Specific Requirements	<ol style="list-style-type: none"> <li>1. SAG/SG IRPFS officer with minimum 20 years of Gr.'A' service.</li> <li>2. The officer should have suburban working experience with coordinating responsibilities with State and Central Agencies, Access control, Security and Safety of assets.</li> <li>3. The officer should have experience in General Administration, Law enforcement, Public Grievances, Disaster Management, Innovations and use of technology.</li> </ol>
10	Job Requirements	<ol style="list-style-type: none"> <li>1. Work involves coordination with State Govt. authorities for smooth functioning of MUTP Projects.</li> <li>2. The Officer should have all round experience in handling issues related to legal, safety, security and General Administration matters.</li> <li>3. The Officer should have working knowledge of computers.</li> <li>4. The officer having Legal or Management background will be an added advantage.</li> </ol>
11	Note	Cut-off date for age and eligibility would be reckoned as on closing date of Vacancy Notice.
12	Web Address	'www.mrvc.indianrailways.gov.in' - 'News & Information' - 'Vacancy Notices' and Railway Board's website 'www.indianrailways.gov.in'
13	Closing Date	21 days from the date of issue

Note : 1. An advance copy of the application, complete in all respects, be sent to Deputy Chief Personnel Officer, Mumbai Railway Vikas Corporation Ltd. by email on [dycpo@mrvc.gov.in](mailto:dycpo@mrvc.gov.in). Applicants may simultaneously submit a copy of the application to their administrative officer for forwarding the application to MRVC indicating No Objection, Vigilance/DAR clearance, APAR gradings etc. in the format at Annexure-III.

  
(Sunil G Udasi)  
OSD to CMD & Dy.CPO 29/06/20

## PRESCRIBED PROFORMA

## FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

<b>Vacancy Notice No.</b> (appears on the top right side of Vacancy Notice)
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<b>Name of the post:</b>
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**Personal Data**

1	Name	
2	Gender	
3	Service	
4	Department	
5	Category	
6	Date of Birth	
7	DITS (Date of Entry into Time Scale)	
8	Date of entry in Gr.B (wherever applicable)	
9	Pay Level with basic pay as on date of application	
10	Present Designation & Railway	
11	Contact Details	
	(a) Email ID	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	

Contd.2

:2:

**12. Educational Qualifications :**

S.No.	Qualification/Degree	Year/Division	Institution/University/Place/Country

**13. Experience details :**

S.No.	Designation & Railway with place of posting / positions held since initial appointment	Grade (i.e. JS/SS/JAG/SG/SAG)	From	To	Brief of experience in relation to Specific Requirements / Job Requirements notified for the post

14	Details of previous deputation / foreign assignment, if any	
15	Whether debarred from deputation? If yes, please furnish details.	
16	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place :

Date :

## TO BE FILLED IN BY THE RAILWAY

## WHILE FORWARDING APPLICATION FOR DEPUTATION

1.	Whether any disciplinary proceedings have been initiated against the officer during his career so far? If yes, details thereof.	:	
2	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer, if so, full facts of the pending matter?	:	
3	Whether the name of the officer appears in the Agreed List/Secret List?	:	
4	Whether the officer can be spared on deputation in the event of selection?	:	
5	Please indicate APAR ratings for the last five years in respect of the officer. (wherever applicable)	:	

Signature of the officer certifying the proforma

Name : .....

Designation : .....